

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: (602) 542-3741 - FAX (602) 542-3890

PAGE 1 OF 2

| | | |
|--|-------------------------------------|---|
| State Agency Password: AWH-BRD | Political Subdivision: | Agency Name Board of Dispensing Opticians |
| Org. Unit /Division: Administration | Office: | Phone: 542-3095 |
| Address: 1645 West Jefferson, Room 410 | City: Phoenix | State / ZIP: AZ 85007 |
| Submitted By (Name): Careen J. Heinze | Title: Executive Director | Signature: <i>X Careen J. Heinze</i> |

| No. | RECORDS SERIES | R. S. Code | RETENTION (YR.) | | | REMARKS (Include start point of retention.) |
|-----|-------------------------------------|------------|-----------------|------|-------|--|
| | | | Off. | R.C. | Total | |
| 1. | Annual Reports | | 10 | - | 10- | After fiscal year prepared. |
| 2 | <u>Applicant Files</u> | | | | | |
| a. | Failed | | 13 mo | - | 13mo | After examination administered. |
| b. | No-shows | | 13 mo | - | 13mo | After examination administered. |
| c. | Rejected | | 2 | - | 2 | After action completed. |
| d. | Successful | | - | - | - | Transfer to license file. |
| 3. | Budgets | | 3 | - | 3 | After fiscal year prepared. |
| 4. | <u>Complaint Files:</u> | | | | | |
| a. | Action Taken | | - | - | - | After closed. Transfer to license file. |
| b. | Dismissed or Referred Cases | 153325 | 1 | 2 | 3 | After closed. |
| c. | Interview and Hearing Tapes | | 6 mo | - | 6 mo | After case closed or transcribed. |
| d. | Logs | | - | - | - | Transfer to minutes annually. |
| 5. | Employee Personnel Files | | 5 | - | 5 | After termination. |
| 6. | <u>Examination</u> | | | | | |
| a. | Applicant Exams | | 6 mo | - | 6 mo | After administered. |
| b. | Materials other than questions | | 1 | - | 1 | After administered. |
| c. | Questions | | - | - | - | After revised. |
| d. | Scores | | - | - | - | Transfer to license file. |
| 7. | Interview, Selection & Hiring Files | | 2 | - | 2 | After position filled. 29 CFR 1602.31 |
| 8. | <u>License Files</u> | | | | | |
| a. | Establishments | 009025 | 1 | 2 | 3 | After non-renewal. |
| b. | Individuals | 459024 | 1 | 4 | 5 | After non-renewal. |
| c. | License Directories | | 1 | - | 1 | After revised. |
| d. | Renewals | | 1 | - | 1 | After received. |
| e. | Denied Renewals | | - | - | - | After action completed. File in license folder |
| 9. | Minutes of Board Meetings | | Perm | * | Perm | Microfilm for security as volume justifies. Film stored in RMC vault. |
| 1 | | | | | | Supersedes Schedule dated:7-25-84 |

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| Approved by: | Approval Date: |
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STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name:
Board of Dispensing Opticians

Password:
AWH-BRD

PAGE 2 OF 2

| No. | RECORDS SERIES | R. S. Code | RETENTION (YR.) | | | REMARKS (Include start point of retention.) |
|-----|-----------------------------------|------------|-----------------|------|-------|--|
| | | | Off. | R.C. | Total | |
| 10. | Receipt Books | | 3 | - | 3 | After fiscal year prepared. |
| 11. | Reproduction Requests | | 1 | - | 1 | After prepared. |
| 12. | Rules and Regulations | | - | - | - | Transfer to minutes. |
| 13. | Tape Recordings of Board Meetings | | - | - | - | After minutes approved. |
| 14. | Transitory Materials | | 3 mo | - | 3 mo | After received. |

Supersedes Schedule dated:7-25-84

Approved by:

Approval Date: